

FLAGLER BEACH BUILDING DEPARTMENT PERMIT REQUIREMENTS

Commercial Permit Application – Please return this checklist with your application

Please provide 2 complete copies of all required documents unless otherwise noted.

Contractors must have current licensing documents on file with Flagler County Building Service. If you are new or unsure of status please call 386-313-4003

Permit application

Recorded warranty deed

1 Land Clearing Permit Application (Flagler Beach to permit and inspect)

1 Driveway and/or Right of Way Permit Application – requires 3 sets of plans (sealed) and 3 site plans (Flagler Beach to permit and inspect)

Disclosure Statement (owner is acting as his/her own contractor and the value of labor and materials are 25,000.00 or less) FS 489.103(7)

Mechanics Lien Affidavit (owner signs when using a contractor, required when value of labor and material is over \$2,500.00 in value) FS Ch 713 part 1

Provide a stamped envelope addressed to homeowner to mail mechanics lien letter.

Notice of Commencement or Affidavit of Notice of Commencement filing - must be recorded and certified by the Flagler County Clerk of Court prior to any inspections (required when value of labor and materials is over \$2,500.00) FS sec 713.135

Sub cards for sub contractors with postage affixed – (electrician, plumber, mechanical and roofing)

4 sets of Building plans - (folded & stapled) sealed by an architect or engineer (FB sec 104.2.1)

*Must include: **Pervious/Impervious lot coverage in percent**
Building height

4 Surveys to include:

*Elevations relative to the National Geodetic Vertical Datum (NGVD)

*Proposed finished floor elevation

*Spot elevations at property corners, and at least two intermediate points along side property lines, and the high & low points along the centerline of the property

*Finished floor elevation of adjacent residences (if applicable)

*Wetlands jurisdiction line and wetlands buffer delineation (if applicable)

4 Site Plans to include:

*All proposed structures

*Setbacks

*Building dimensions and/or other proposed improvements

*Surface water management plan (to include compensating storage volume calculations) if fill is proposed

*Final grading plan

3 sets of Sealed Energy calculations for climate zone 3

3 sets of engineered truss plans, truss layout and connector schedule-conventional framing shall be included on the engineered plans

3 Sets of engineering and test reports for doors and windows – if not included on the signed and sealed construction plans **OR**

Flagler Beach Product Approval Application Information form – **1 original and 2 copies** - signed and dated (Applicant responsible to have on the job site - the original “Manufacturer’s Specifications and Product Approval” **and** one copy of the stamped Flagler Beach Product Approval Permit application).

Certificate of Elevation at “Construction Drawings” (Flood Zone “A” only)

D.E.P. Permit for construction east of the CCCL Line and any property adjacent to wetland designated areas.

4 sets of Landscaping/Lighting/Irrigation plans (sealed)

St. Johns River Water Management Permit or letter of exemption

Health Department Septic Permit (if applicable)